

YOUTH SERVICES POLICY

Title: Outside Employment, Second Jobs Next Annual Review Date: 08/16/2012	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.3
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References: La. R.S. 42:1101 through 1123; ACA Standards 2-CO-1C-01 and 2-CO-1C-24 (Administration of Correctional Agencies); 2-7040 (Juvenile Probation and Aftercare Services); YS Policy No. A.2.38 "Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, Gifts, Ethics Opinions".	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 08/16/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy for the review and approval of employees' outside employment/second jobs, and receipt of compensation related to outside employment other than employment with Youth Services (YS).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors, Regional Managers, and all employees of YS.

IV. DEFINITIONS:

Employee - for the purpose of this policy, any individual employed full time in a classified or unclassified position.

Unit Head - Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors, and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that employment with YS is each employee's primary employment, and compensation received from other sources for services should not reflect a conflict of interest and must be reported as outlined in this policy.

VI. PROCEDURES:

- A. All employment candidates shall complete a Report of Actual/Planned Other Employment and Compensation form [see Attachment A.2.3 (a)] prior to an offer of employment. The form must be reviewed and approved in writing by the Unit Head in consultation with Central Office Human Resources (COHR) and Legal Services.
- B. Any employee anticipating getting an outside/second job must complete a Report of Actual/Planned Other Employment and Compensation form. Prior to the employee beginning work in this outside/second job, the form must be reviewed and approved in writing by the employee's immediate supervisor and the Unit Head in consultation with COHR and Legal Services.
- C. When an employee's situation changes in regard to an already-approved Report of Actual/Planned Other Employment and Compensation form, he must complete a new form, which must be reviewed and approved in writing by the employee's immediate supervisor and the Unit Head in consultation with COHR and Legal Services.
- D. Each year during an employee's annual Performance Planning and Review session (PPR), a new Report of Actual/Planned Other Employment and Compensation form must be completed, reviewed, and approved in writing by the employee's immediate supervisor and the Unit Head in consultation with COHR and Legal Services.
- E. All Report of Actual/Planned Other Employment and Compensation forms shall be maintained in the employee's official personnel record at COHR.
- F. The provisions of this policy shall not apply to pensions, receipt of interest from stocks, bonds, or certificates of deposit, etc.

Previous Regulation/Policy Number: A.2.3

Previous Effective Date: 02/26/10



Attachments/References: A.2.3 (a) Other Employment form 8-11.docx